

**MINUTES**  
**MONROE COUNTY AIRPORT AUTHORITY**  
**REGULAR MEETING**  
January 18, 2011 12:00 p.m.

**Present:**

James G. Vazzana, Esq.      Chairperson  
Bernard J. Iacovangelo, Esq.  
Don Johnson  
Nicholas Juskiw  
Susan Keith  
Stephen Tucciarello

**Absent:**

Willie J. Lightfoot

**Others Present:**

Maggie Brooks	County Executive
Susan L. Walsh, Esq.	Administrative Director
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
Phil Mancini	MCAA Internal Auditor
David Haas	Senior Management Analyst
William K. Taylor	Secretary
Brett Granville	Assistant Secretary

Meeting was called to order by the Chairman @ 12:00.

**Approval of Minutes from December 8, 2010**

Moved by Member Johnson and seconded by Member Keith that the minutes be approved without changes. The motion passed unanimously 6-0.

**Address by County Executive Maggie Brooks**

Chairman Vazzana introduced the County Executive. The County Executive then spoke to the Authority concerning the new policies that were being presented today. The County Executive also introduced Susan Walsh, Esq. as the new Acting Director of the airport and spoke of her qualifications and dedication. Chairman Vazzana thanked the County Executive for taking the time to address the Authority and for offering her guidance.

**Appointment of Susan L. Walsh, Esq. as Administrative Director**

Moved by Member Iacavangelo and seconded by Member Johnson. The motion passed unanimously 6-0.

**Appointment of Brett C. Granville as Assistant Secretary**

Moved by Member Juskiw and seconded by Member Iacavangelo. The motion passed unanimously 6-0.

**Approve and Adopt Business and Travel Expense Policy and Amend Credit Card Policy**

Treasurer Scott Adair presented the policy and amendment. Treasurer Adair then explained the intricacies of the new policy and its operation. Chairman Vazzana asked if the new policy would be an item on every Authority meeting and it was explained that yes it would. Moved by Member Iacavangelo and seconded by Member Juskiw. The motion passed unanimously 6-0.

**Require Annual Ethics and Policy Training for Members and Officers of the Monroe County Airport Authority**

Secretary William K. Taylor presented the Resolution. Secretary Taylor then explained that this training would exceed any state law requirement for training on policies, Code of Ethics, and conflicts of interest. Chairman Vazzana asked if this training would be required annually and if it would be conducted prior to the March meeting. It was explained that this training would be annual for all members of the MCAA and all staff and that there would be training prior to the March meeting. Moved by Member Tucciarello with the explanation that he also worked on this and the prior policy and found them to be comprehensive and essential. Seconded by Member Johnson. The motion passed unanimously 6-0.

**Governance Committee Report**

Presented by Chairman of the Governance Committee, Nicholas Juskiw.

**Audit Committee Report**

Presented by Chairman of the Audit Committee, Bernard Iacavangelo, Esq.

**Approve and Adopt Change in Parking Rates**

Assistant Treasurer Angela Veltre presented the resolution and discussed the changes. Chairman Vazzana asked if the parking rates are comparable to other airports and it was noted that these rates are lower than the Buffalo Airport's. It was also noted that the last parking rate increase was in October of 2008. Moved by Member Juskiw and seconded by Member Iacavangelo. The motion passed unanimously 6-0.

**Authorize a Contract with Smarte Carte, Inc. to Provide Luggage Cart Concession for the Monroe County Airport Authority at the Greater Rochester International Airport**

Assistant Treasurer Angela Veltre presented the resolution. It was noted that the Authority will receive a percentage of Gross Sales from this contract. Moved by Member Iacavangelo and seconded by Member Juskiw. The motion passed unanimously 6-0.

### **Annual Report of Financial Disclosure**

Assistant Secretary Brett C. Granville presented and explained the Annual Financial Disclosure Statement for 2010. It was explained that the form is due no later than **April 16, 2011** and that the report is required for each member and their spouse.

### **Traffic Report**

Senior Management Analyst, David Haas presented the report and explained that the decrease in enplanements and departures for December could be explained by the bad economy and the winter storm problems encountered in the East Coast. Member Iacavangelo asked about the potential merger of United and Continental and also the merger between Southwest and Air Tran – both mergers are too soon to understand the potential effect on GRIA traffic.

### **Director's Report**

Administrative Director Susan L. Walsh, Esq. offered to the Authority what she has accomplished in her first two weeks on the job. The Director has met with the entire staff and toured the entire grounds. Meetings are underway with the FAA. The Director then gave the details and status of the progress on runway projects and the terminal improvement project. The Lifetime Assistance 5K benefit run is currently scheduled for June 18 and the Air Show is scheduled for July 16 – 17.

### **Other Business**

No other business presented.

Meeting was adjourned.

The next Regular Meeting of the MCAA will be **March 23, 2011**.

Respectfully submitted,



Brett C. Granville  
Assistant Secretary

Dated: 1-25-11